Canon

iR2020/iR2016 Series

User's Guide

User's Guide
Read this guide first.
Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

Guide de l'utilisateur
Veuillez d'abord lire ce guide.
Veuillez lire ce guide avant toute manipulation de la machine.
Après avoir pris connaissance de son contenu, le garder à portée de main à titre de référence.

Anwenderhandbuch
Bitte lesen Sie dieses Handbuch zuerst.
Bitte lesen Sie dieses Handbuch, bevor Sie mit dem System arbeiten.
Nachdem Sie das Handbuch gelesen haben, bewahren Sie es zum Nachschlagen an einem sicheren Ort auf.

Guida per l'utente
Leggere questa guida.
Leggere questa guida prima di utilizzare l'apparecchiatura.
Dopo aver letto questa guida, conservarla in un luogo sicuro per la consultazione.

iR2020/iR2016
User's Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

• For Basic Use • Troubleshooting	Reference Guide	CD-ROM
• For Basic Copying • For Convenient Copying	Copying Guide	CD-ROM
• For Remote UI Use	Remote UI Guide	CD-ROM
• For Setting Up the Network Connection	Network Quick Start Guide	
• For PCL and UFR II Printer Use	PCL/UFR II Printer Guide	CD-ROM
• For UFR II Printer Use	UFR II Printer Guide	CD-ROM
• For Connecting and Setting the Network	Network Guide	CD-ROM
• For Basic Operation	User's Guide (This Document)	
• For Quick Reference for Basic Operation For Copying Operations → Basic Features For Additional Features → To Suit Your Needs	Easy Operation Guide	CD-ROM
• For Fax Instructions	Facsimile Guide	CD-ROM
• For Installing Fax Driver	Fax Driver Guide	CD-ROM
• For Installing PCL Printer Driver	PCL Printer Driver Guide	CD-ROM
• For Installing UFR II Printer Driver	UFR II Printer Driver Guide	CD-ROM

To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Routine Maintenance

Chapter 3 Troubleshooting

Chapter 4 Appendix

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon iR2020/iR2016 Series. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons, if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

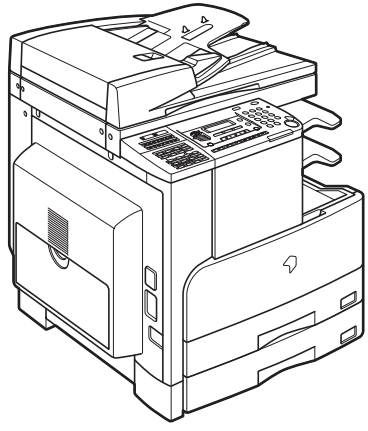
The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- The Control Panel keys are indicated with illustration and their names in parenthesis in this manual.

Examples: [Start]

Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the iR2016 has the following optional equipment attached to it: the Fax Panel-A1, Feeder (DADF-P1), Finisher-U1, Additional Finisher Tray-U1, and Cassette Feeding Module-J1.



Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft® Windows® 98 operating system:	Windows 98
Microsoft® Windows® Millennium Edition operating system:	Windows Me
Microsoft® Windows NT® operating system:	Windows NT
Microsoft® Windows® 2000 operating system:	Windows 2000
Microsoft® Windows® XP operating system:	Windows XP
Microsoft® Windows Server™ 2003 operating system:	Windows Server 2003
Microsoft® Windows® operating system:	Windows

Legal Notice

R&TTE Directive

CE

This equipment (F143300/F145400) conforms with the essential requirements of EC Directive 1999/5/EC and is usable in EU.
We declare that this product conforms with the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 V-240 V, 50/60 Hz.
Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.
If you move to another EU country and are experiencing trouble please call the Canon Help Desk.

(For Europe Only)
Canon Inc./Canon Europa N. V.

Laser Safety

This product is certificated as a Class 1 laser product under IEC60825-1:1993 and EN60825-1:1994. This means that the product does not produce hazardous laser radiation. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's Reference Guide.

Additional Information

When servicing or adjusting the optical system of the product, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the product. The reflected beam, even though visible or invisible, can permanently damage your eyes.
This product has been classified under IEC60825-1:1993 and EN60825-1:1994, which conform to the following classes;

CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPAREIL A RAYONNEMENT LASER DE CLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in the manual may result in hazardous radiation exposure.

International Energy Star Program

As an ENERGY STAR® Partner, Canon Inc. has determined that this machine meets the ENERGY STAR® Program for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

EMC Directive

This equipment conforms with the essential requirements of EC Directive 89/336/EEC. We declare that this product conforms with the EMC requirements of EC Directive 89/336/EEC at nominal mains input 230V, 50Hz although the rated input of the product is 220-240V, 50/60Hz.

- Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.

Super G3

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission times of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or slower, depending on telephone line conditions.

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

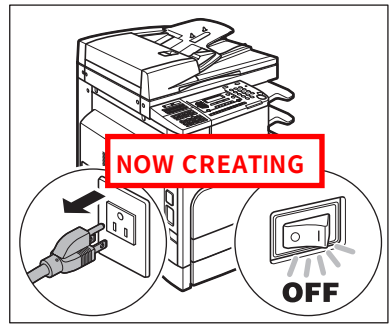
Important Safety Instructions

Please read these “Important Safety Instructions” thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

WARNING

- **Do not install the machine near alcohol, paint thinner or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.**
- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.**
  If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the outlet. Then, contact your local authorized Canon dealer.
  - Necklaces and other metal objects
  - Cups, vases, flowerpots and other containers filled with water or liquids



CAUTION

- **Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**
- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.**
- **Do not install the machine in the following locations:**
  - **A damp or dusty location**
  - **A locations near water faucets and water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near flames**

Power Supply

⚠ WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 220-240 V AC, 50/60 Hz and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**

⚠ CAUTION

- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**
- **Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

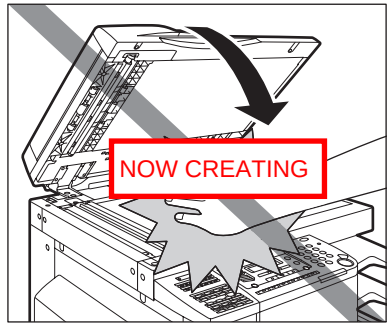
Handling

⚠ WARNING

- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.**
- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, this may result in a fire or electrical shock.**
- **To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.**
- **Do not drop paper clips, staples or other metal objects inside the machine. Also, do not spill water, liquids or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then contact your local authorized Canon dealer.**

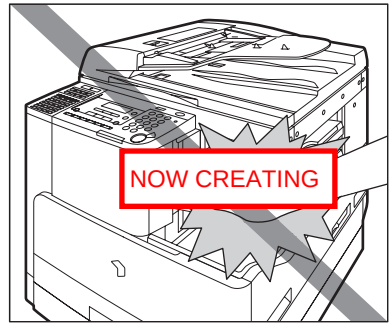
CAUTION

- **Do not place heavy (2 kg or more) objects on the machine, as they may tip over or fall resulting in personal injury.**
- **Close the feeder/platen glass cover gently to avoid catching your hand, as this may result in personal injury.**

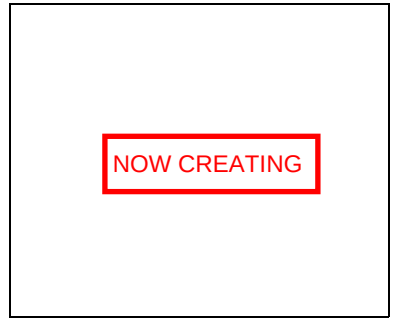


- **Do not press down hard on the feeder/platen glass cover when using the platen glass to make copies of thick book. Doing so may damage the platen glass and result in personal injury.**
- **Do not touch the finisher while the machine is printing, as this may result in personal injury.**

- **Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.**
- **Do not place your hand in the part of the tray where stapling is performed when a finisher is attached, as this may result in personal injury.**



- **The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.**
- **Never open covers other than those instructed in this manual.**
- **Do not remove the caution label attached to the drum cover.**



- **If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.**

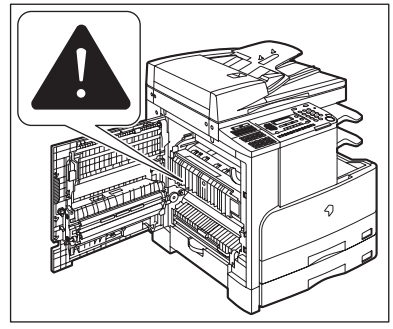
Maintenance and Inspections

⚠ WARNING

- **When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.**
- **There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**

⚠ CAUTION

- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**



- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering into your eyes or mouth. If the toner enters your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and entering into your eyes or mouth. If the toner enters your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

Consumables

WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.**

CAUTION

- **Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.**

Other Warnings

WARNING

For cardiac pacemaker users:
This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

About the Instruction Manual CD-ROM

Contents of Instruction Manual CD-ROM

Instruction Manual CD-ROM

This contains the English, French, Italian, and German versions of the following guides.

- **Reference Guide**
  Contains the basic operation instructions, daily maintenance, and troubleshooting instructions.

- **Copying Guide**
  Contains the Copying function instructions.

- **Remote UI Guide**
  Contains the Remote User Interface instructions.

- **UFR II Printer Guide**
  Contains the UFR II Printer function instructions.

- **PCL/UFR II Printer Guide**
  Contains the PCL/UFR II Printer function instructions.

- **Network Guide**
  Contains the Network Connectivity and setup instructions.

■ Easy Operation Guide

- Basic Features
  Explains the basic machine operations and settings for the Copy function.
- To Suit Your Needs
  Explains the basic machine operations and settings for the Fax, Printer, and Remote User Interface function

■ PCL Printer Driver Guide

Contains the PCL Printer Driver Installation instructions.

■ UFR II Printer Driver Guide

Contains the UFR II Printer Driver Installation instructions.

Super G3 FAX Board CD-ROM

This contains the English, French, Italian, and German versions of the following guides.

■ Facsimile Guide

Contains the Facsimile function instructions.

■ Fax Driver Guide

Contains the Fax Driver Installation instructions.

NOTE

- The Super G3 FAX Board CD-ROM come with the optional Super G3 FAX Board-T1.

User Manual CD-ROM Menu

The User Manual CD-ROM Menu is software that enables you to select and view PDF Manuals included on the CD-ROM via your computer screen. Follow the instructions below to use the User Manual CD-ROM Menu.

System Requirements

The User Manual CD-ROM Menu can be used in the following system environments.

	Windows	Macintosh
OS	Windows 98 Windows Me Windows NT (Service Pack 3 or later) Windows 2000 (Service Pack 3 or later) Windows XP (Service Pack 1a) Windows Server 2003	Mac OS 9.x Mac OS X
Memory	The memory required to run the above operating systems	
Computer	A computer that can run the above operating systems	
Display	A resolution of 1024 × 768 pixels or higher	

IMPORTANT

- Depending on the configuration of your computer, some functions may not operate correctly. If the PDF manual does not open from the CD-ROM Menu, open the PDF file directly from the [uk_english] or [asia-pacific_english] folder on the User Manual CD-ROM.

Using The CD-ROM Menu

This section describes how to use the CD-ROM Menu. When you insert the User Manual CD-ROM provided into the CD-ROM drive, the Language Selection screen is displayed. Clicking a language on this screen displays the following menu. (The sample screen shot shown here is for Windows users.)

①
START
Canon iR3100C/iR3100CN
BROWSE MANUAL
To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.
Sending and Facsimile Guide
Sending and Fax Instructions
RETURN
EXIT
②
③

① **BROWSE MANUAL**

You can read any of the listed guides by clicking on the desired guide. After clicking on the desired guide, Acrobat Reader starts, and the PDF manual is displayed.

② **RETURN**

Return to the Language Selection menu.

③ **EXIT**

Exit the CD-ROM menu.

Before You Start Using This Machine

1

CHAPTER

This chapter describes what you should know before using this machine, such as parts and their functions, how to turn on the main power, and so on.

About the Installation Location and Handling 1-2
- Installation Precautions 1-2
- Handling Precautions 1-7

What the iR2020/iR2016 Machine Can Do 1-9
- Copying 1-9
- Faxing (optional)* 1-10
- Printing (optional)* 1-10
- Using the Remote User Interface (optional)* 1-11

System Configuration and Parts 1-12
- External View 1-12
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- Control Panel Parts 1-15

Main Power and Control Panel Power 1-18
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Things You Must Do Before Using This Machine 1-23
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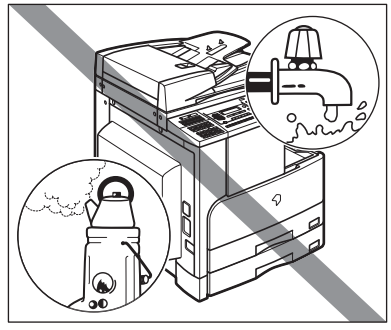
- Setting the Current Date and Time 1-26
- Registering This Machine's Fax Number 1-28
- Registering the Unit's Name 1-29

About the Installation Location and Handling

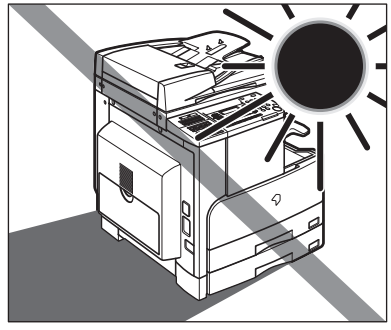
Installation Precautions

Avoid Installing the Machine in the Following Locations

■ **Avoid locations which are subject to extremes of temperature and humidity: either low or high.**
For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters or stoves.

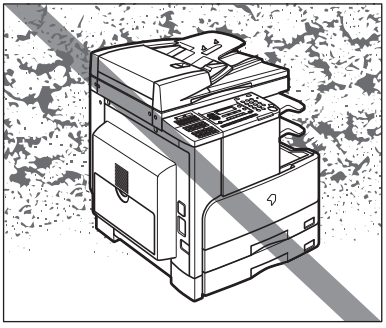


■ **Avoid installing the machine in direct sunlight.**
If this is unavoidable, use curtains to shade the machine.



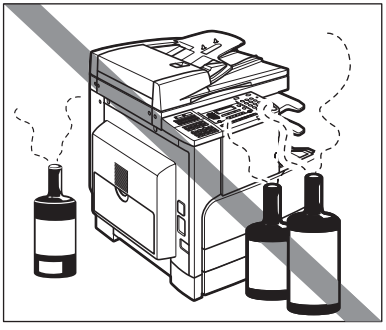
■ **Avoid poorly ventilated locations.**

During use, the machine generates ozone. However, the amount of ozone generated is not enough to affect the human body. Nevertheless, if the machine is used for a prolonged period of time in a poorly ventilated room, or when making a large quantity of prints, be sure to ventilate the room to make the working environment as comfortable as possible.



■ **Avoid locations where a considerable amount of dust accumulates.**

■ **Avoid locations where ammonia gas is emitted.**

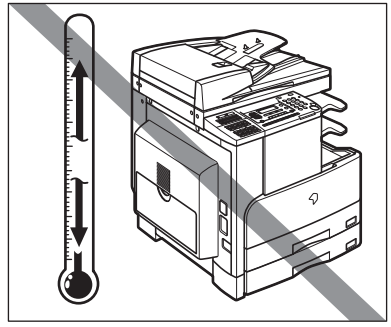


■ **Avoid locations near volatile, flammable materials, such as alcohol or paint thinner.**

■ **Avoid locations which are subject to vibration.**

For example, avoid installing the machine on unstable floors or stands.

■ **Avoid exposing the machine to rapid changes in temperature.**
If the room in which the machine is installed is rapidly heated from a low temperature, condensation may form inside the machine. This can adversely affect print quality or result in an inability to obtain print images.

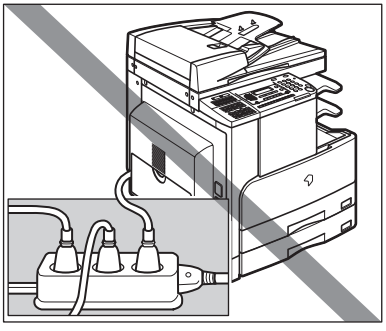


■ **Avoid installing the machine near computers or other precision electronic equipment.**
Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ **Avoid installing the machine near televisions, radios, or similar electronic equipment.**
The machine might interfere with sound and picture signal reception, etc. Plug the machine into a dedicated power outlet and maintain as much space as possible between the machine and other electronic equipment.

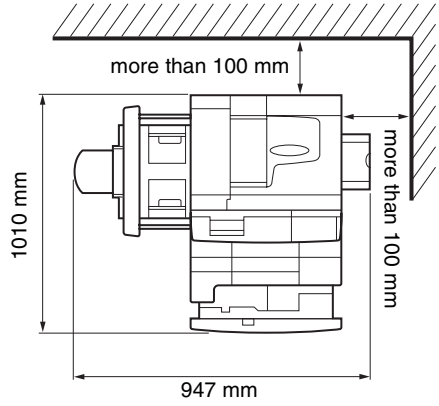
Select a Safe Power Supply

- **Plug the machine into a 220~240 V AC outlet.**
- **Do not plug other electrical equipment into the outlet in which the machine is connected.**
- **Do not plug the machine into a multi-plug power strip. Doing so might cause a fire.**
- **The power cable may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cable can lead to an accident.**



Provide Adequate Installation Space

■ **Provide enough space at each side and the top of the machine for unrestricted operation.**



(When Finisher - U1 is attached)

NOTE

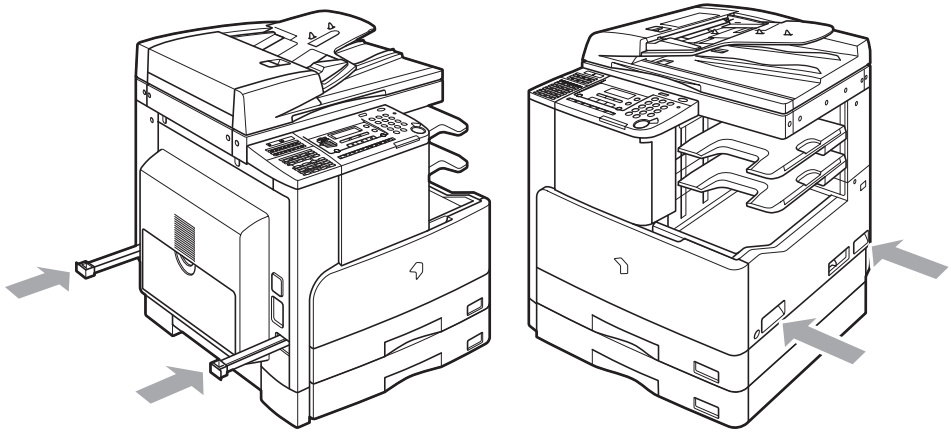
- Be sure to provide enough space also at the top of the machine in order to open the feeder or platen glass cover.

Moving the Machine

■ **If you intend to move the machine, contact your service representative beforehand.**

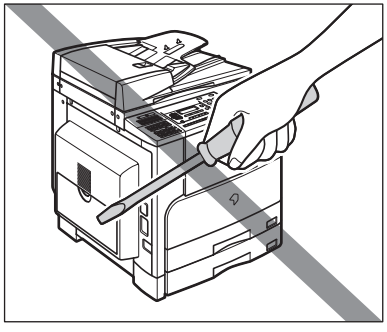
■ **When you are moving the machine by yourself, be sure to unplug the power cord and disconnect all the other connection cables before moving. Failure to do so may damage the power cord and may result in fire or electric shock.**

■ **When carrying the machine, be sure to hold the parts indicated below. Failure to do so may cause the machine to be dropped and result in injury.**



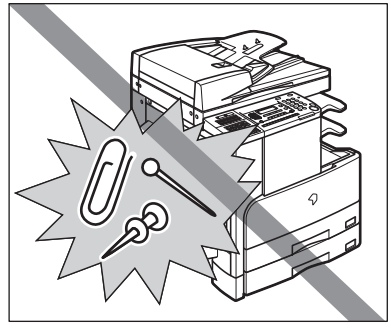
Handling Precautions

■ **Do not attempt to disassemble or modify the machine.**



■ **Some parts inside the machine are subject to high voltages and temperatures. Take adequate precaution when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

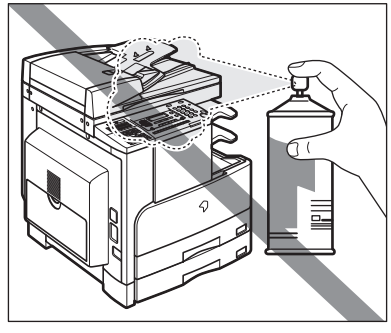
■ **Be careful not to drop any foreign objects, such as paper clips or staples, inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or an electrical shock.**



■ **If there is unusual noise or smoke, immediately turn the main power switch OFF, then call your service representative. Using the machine in this state might cause a fire or an electric shock. Also, avoid placing objects around the plug so that the machine can be unplugged whenever necessary.**

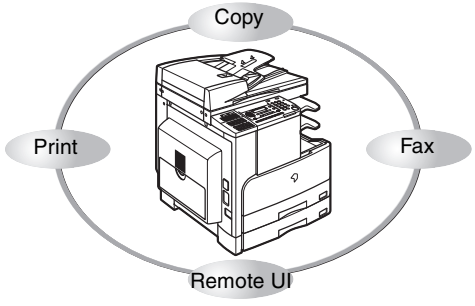
■ **Do not turn the main power switch OFF or open the front cover during operation of the machine. This might result in paper jams.**

■ **Do not use highly flammable sprays, such as spray glue, as it may catch fire.**



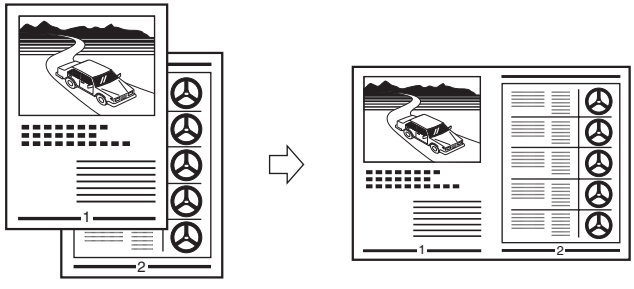
What the iR2020/iR2016 Machine Can Do

The iR2020/iR2016 incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the iR2020/iR2016 represents the ultimate in digital multitasking machines.



Copying

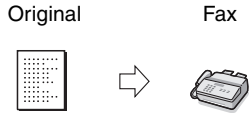
In addition to normal copying functions, convenient new functions, such as “2 on 1 Combination” which made enables you to automatically reduce two originals to fit onto the selected paper size, and “Different Size Originals” for copying originals of different sizes together in one copy operation, are provided to increase your productivity. (See the *Copying Guide*.)



Faxing (optional)*

In addition to normal facsimile functions, the machine offers you Super G3 compatibility, which enables you to transmit documents at high speeds, greatly reducing transmission costs as compared to conventional facsimile machines. (See the *Facsimile Guide*.)

* Super G3 FAX Board-T1 is required.

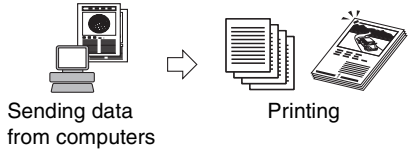


Printing (optional)*

You can upgrade this machine to a high-speed network printer by installing the optional UFR II Printer Kit. This kit incorporates UFR II (Ultra Fast Rendering II) Technology, which utilizes Canon's original printing algorithm to minimize file processing and achieve maximum performance. (See the *UFR II Printer Guide*.)

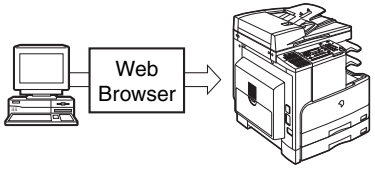
In addition to the capabilities of the UFR II Printer Kit, the optional Printer Kit supports PCL5e and PCL6 emulation printing solutions. (See the *PCL/UFR II Printer Guide*.)

* Only one printer kit can be activated.



Using the Remote User Interface (optional)*

You can control functions, such as confirming the status of the machine, job operations, all from your computer's web browser. (See the *Remote UI Guide*.)

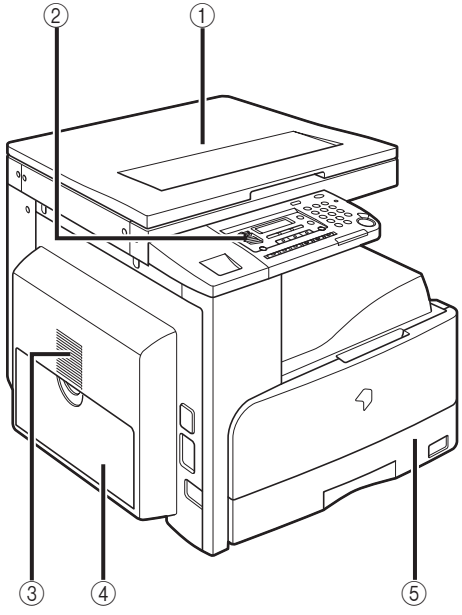


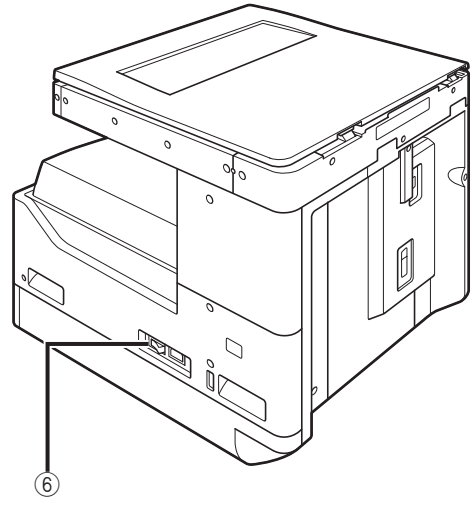
System Configuration and Parts

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, optional equipment, and Control Panel.

External View

When the optional Platen Cover Type J is attached





① **Platen glass cover**

② **Control panel**

(See “Control Panel Parts,” on p. 1-15.)

③ **Ventilation slot**

④ **Stack bypass**

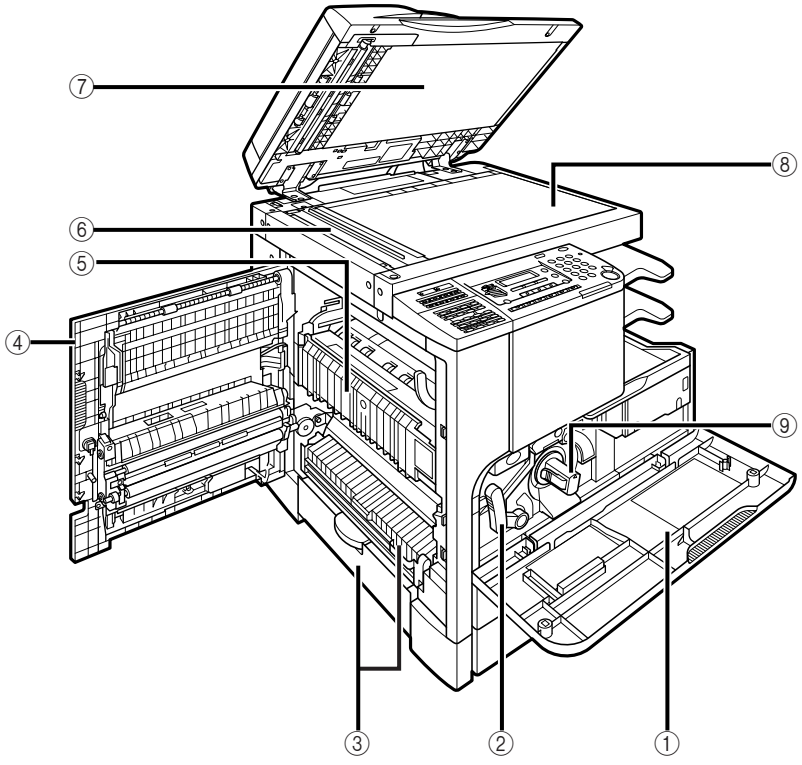
Feeds transparencies and non-standard size paper stock. (See “Making Prints Using the Stack Bypass,” in the *Reference Guide*.)

⑤ **Paper drawer**

Hold up to 250 sheets of paper (80 g/m^2).

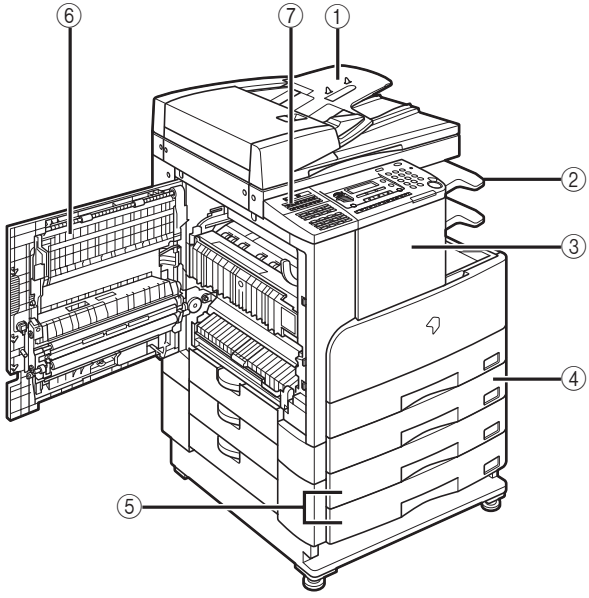
⑥ **Main power switch**

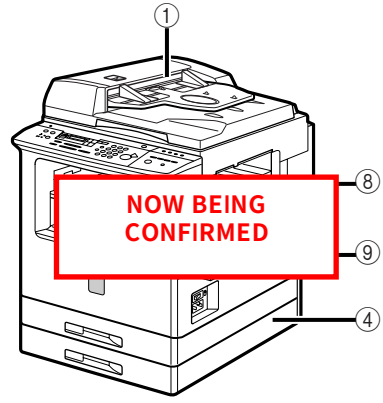
Internal View



① **Front cover**
② **Unlock lever**
③ **Paper drawer's left cover**
④ **Left cover**
⑤ **Drum cover**
⑥ **Scanning area**
⑦ **Underside of the platen glass cover**
⑧ **Platen glass**
⑨ **Toner cartridge**

Optional Equipment

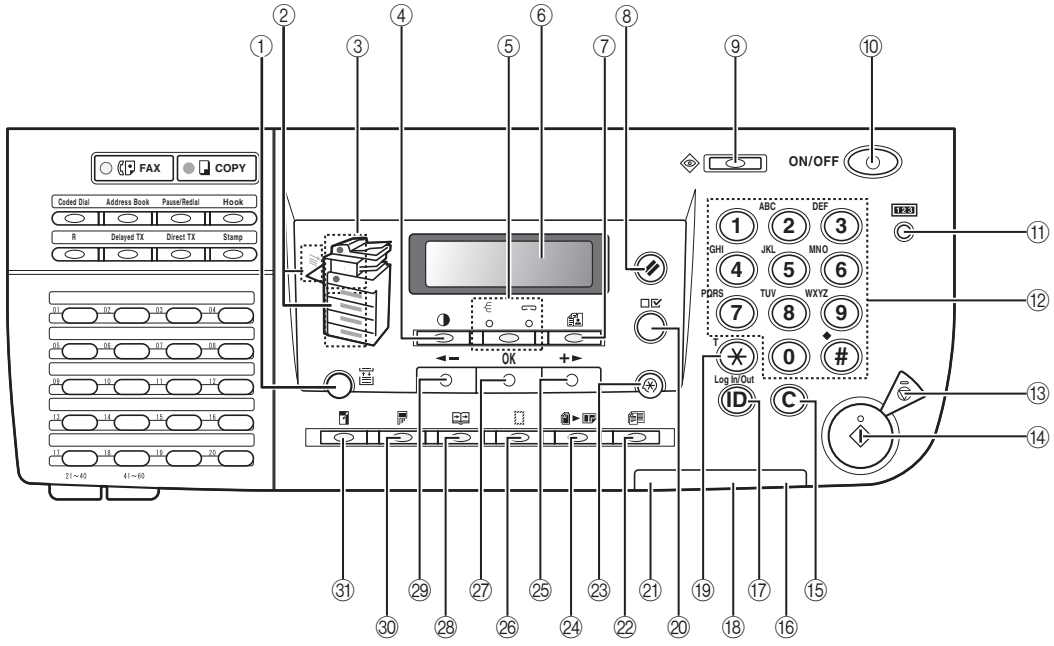




① **Feeder (DADF-P1)**
② **Additional Finisher Tray-U1**
③ **Finisher-U1**
④ **Cassette Feeding Module-J1**
(For iR2016 only)
⑤ **Cassette Feeding Module-K1**

⑥ **Duplex Unit-A1**
⑦ **Fax Panel-A1**
⑧ **Inner 2 Way Tray-E1**
⑨ **Card Reader-E1 (Control card)**

Main Control Panel



① **[Paper Select] key**

Press to select paper (Paper drawer 1-4, Stack bypass).

② **Paper Select indicator**

Indicates the selected paper source.

③ **Jam Location indicator**

Indicates the location of paper jams.

④ **[Density] key**

Press to adjust copy and fax density.

⑤ **[Collate/Staple] key**

Press to collate or staple copies.

⑥ **LCD display**

Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.

⑦ **[Image Quality] key**

Press to select image quality for copy and fax.

⑧ **[Reset] key**

Press to return the device to the standby mode.

⑨ **[System Monitor] key**

Press to check fax transmission, print, copy, or report output status.

⑩ **[ON/OFF] key (control panel power switch)**

Press to turn the Control Panel on/off. Also press to enter the Sleep mode or to resume the normal mode from the Sleep mode manually.

⑪ **[Counter Check] key**

Press to display counter status. (Press again to close counter status.)

⑫ **Numeric keys**

Use to enter alphanumeric characters.

⑬ **[Stop] key**

Press to stop copying or scanning.

⑭ **[Start] key**

Press to start copying, scanning and sending fax.

⑮ **[Clear] key**

Press to clear entered alphanumeric characters.

⑯ **Power indicator**

Lights when the main power is turned on.

⑰ **[Log In/Out] key**

Press to password for the device (Enter password→Press [Log In/Out] to enable Copy and Fax functions. Press [Log In/Out] again after operations to return to the screen for entering password). To register a password, MENU→SYSTEM SETTINGS→MANAGE DEPT. ID.

⑱ **Error indicator**

Flashes or lights when an error has occurred.

⑲ **[Tone] key**

Press to switch from rotary pulse to tone dialing.

⑳ **[View Settings] key**

Press to confirm settings.

㉑ **Processing/Data indicator**

Flashes when the device is working. Lights when the device has waiting jobs.

㉒ **[Different Size Originals] key**

Press to set different size originals for copying.

㉓ **[Additional Functions] key**

Press to select or cancel modes in Additional Functions.

㉔ **[2 on 1] key**

Press to set 2 on 1 copying.

㉕ **[+►] key**

Press to increase the value for various settings. Also press to see the next item in the menu.

㉖ **[Frame Erase] key**

Press to set frame erase for copying.

㉗ **[OK] key**

Press to accept a set function or mode.

㉘ **[Two-Page Separation] key**

Press to set two-page separation.

㉙ **[◄−] key**

Press to decrease the value for various settings. Also press to see the previous item in the menu.

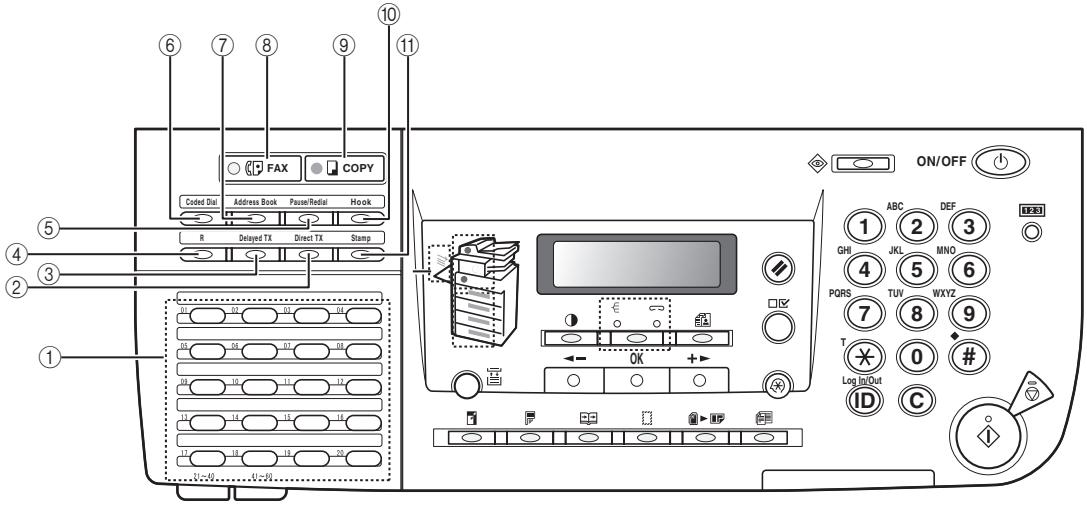
㉚ **[Two-Sided] key**

Press to two-sided copying or faxing.

㉛ **[Copy Ratio] key**

Press to enlarge or reduce copy ratio.

Facsimile Control Panel



① **One-Touch Speed Dial keys**

Press to use one-touch speed dialing (Pre-registered frequently used numbers).

② **[Direct TX] key**

Press to set Direct TX.

③ **[Delayed TX] key**

Press to set Delayed TX.

④ **[R] key**

Press to dial an outside line access number or an extension number when the unit is connected through a switchboard (PBX).

⑤ **[Pause/Redial] key**

Press to redial the last dialed number when fax is standing by.
Press to enter a pause between or after the telephone/fax number when dialing or registering numbers.

⑥ **[Coded Dial] key**

Press to perform coded speed dialing.

⑦ **[Address Book] key**

Press to search by name or fax/phone numbers pre-registered with one-touch speed dialing keys or coded speed dialing keys.

⑧ FAX **[Fax] key**

Press to switch to Fax mode.

⑨ COPY **[Copy] key**

Press to switch to Copy mode.

⑩ **[Hook] key**

Press when you want to dial without lifting up the handset.

⑪ **[Stamp] key**

Press to set stamp.

Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch, and a control panel power switch to enter the Sleep mode.

How to Turn On the Main Power

This section describes about how to turn on the main power.

IMPORTANT

- When turning on the machine for the first time, you need to make settings for the display language.

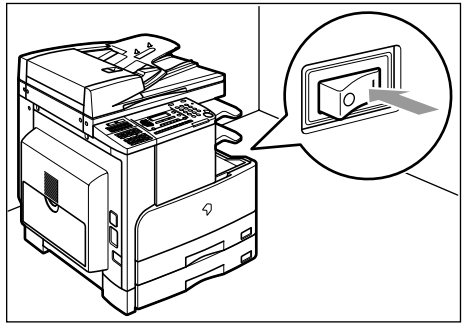
1 Make sure that the power plug is firmly inserted into the power outlet.

WARNING

- **Never remove or insert the power plug with wet hands. This can cause an electrical shock.**

2 Press the power switch to ON (“ I ” side). The main power switch is located on the right side of the machine.

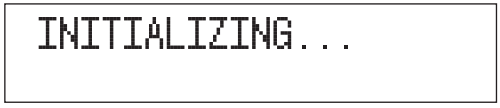
When turning off the main power, press the main power switch to the “O” side.



The power indicator on the Control Panel lights.

If the power indicator does not light, check if the power plug is firmly inserted into the power outlet.

The message below is displayed until the machine gets ready to scan.



The screen below is displayed when the machine is ready to scan.

It takes about 10 seconds (at a room temperature of 20 °C) for the machine to warm up.

IMPORTANT

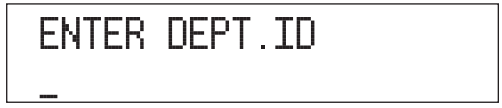
- If you turn off the main power, wait for at least three seconds before turning the main power back on.

NOTE

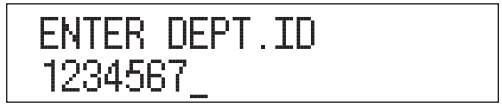
- The standard settings are selected at power on.
- The standard copy settings are as follows:
  - Copy ratio: Direct (100 %)
  - Paper selection: Auto Paper Selection
  - Copy density: 5
  - Copy quantity: 1
- You can change the standard copy settings. (See the *Copying Guide*.)
- You can reserve a job when the display above appears. (See the *Copying Guide*.)

3 When a message appears on the LCD display, follow the instructions.

- **If the message <ENTER DEPT. ID> appears:**



▼ Enter the Department ID using the numeric keys, and press [OK].



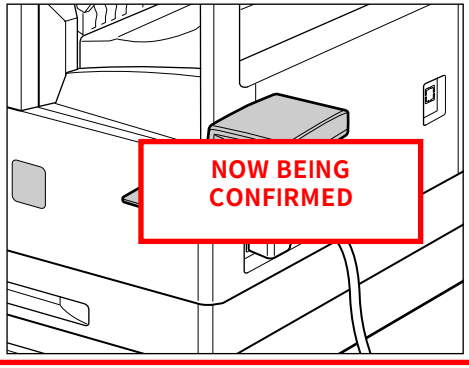
▼ Enter the password.

NOTE

- For details about entering the Department ID and password, see “After Turning the Power On,” in the *Reference Guide*.
- <DEPT. ID PASSWORD> is displayed only when the password is set.
- For details about the Department ID Management, see “Setting the Department ID Management,” in the *Reference Guide*.

● **If the message <INSERT CONTROL CARD> appears:**

▼ Insert a control card.



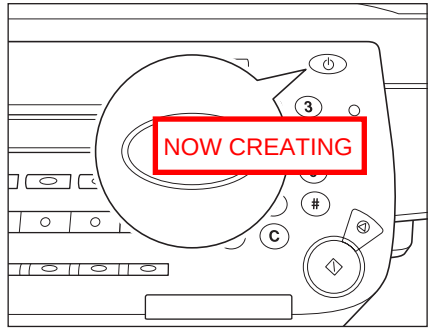
NOTE

• For details about the control card, see “Card Reader-E1,” in the *Reference Guide*.

Control Panel Power Switch

If the machine remains idle for a specified length of time, or the control panel power switch is pressed, the machine enters the Sleep mode.

Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.



NOTE

- The power consumption at Sleep mode can be set in the Additional Functions menu. (See “Setting the Power Consumption in the Sleep Mode,” in the *Reference Guide*.)
- The length of time taken by the machine to enter the Sleep mode can be set in Additional Functions menu. (See “Setting the Auto Sleep Time,” in the *Reference Guide*.)
- The machine does not enter the Sleep mode if the machine is scanning or printing, or any original is set in the feeder. (See “Setting the Auto Sleep Time,” in the *Reference Guide*.)
- The machine can receive and print documents from a personal computer even when it is in the Sleep mode. Fax documents can also be received while the machine is in the Sleep mode.

Things You Must Do Before Using This Machine

This section describes the important setting registrations and procedures that must be done before the machine is used for sending operations. For details about the operations, see Chapter 2, “Connection and Registering Information in Your Machine,” in the *Facsimile Guide*.

IMPORTANT

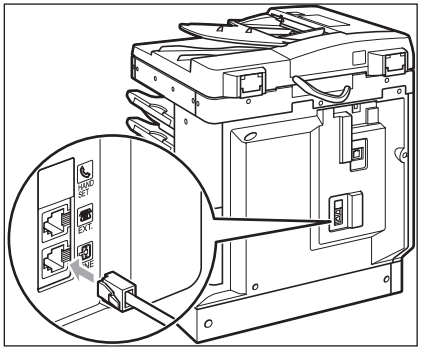
- If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly.

Connecting the Telephone Line

Before turning on the power, connect the telephone line to the machine.

■ Connection

Connect one end of the telephone line to the <BMP> [LINE] first, then connect the other end of the telephone line to your wall telephone jack.
If you want to connect your extension phone or optional handset to this machine, you can use the <BMP> [EXT.].



NOTE

- If you use the PBX, see “Dialing Through a Switchboard,” in the *Facsimile Guide*.

Selecting the Type of Telephone Line

Set the type of telephone line that is connected to the machine.

NOTE
- Super G3 FAX Board-T1 is required.
- The default setting is <TOUCH TONE>.

1 Press [Additional Functions].

The Additional Functions menu appears.

2 Press [◄—] or [+►] to select <FAX SETTINGS>, and press [OK].

Each time you press [◄—] or [+►], you can select the next/previous item.

```
MENU
 3.FAX SETTINGS
```

When you press [OK], the <FAX SETTINGS> menu appears.

3 Press [◄—] or [+►] to select <USER SETTINGS>, and press [OK].

```
FAX SETTINGS
 1.USER SETTINGS
```

When you press [OK], the <USER SETTINGS> menu appears.

4 **Press [◄—] or [+►] to select <TEL LINE TYPE>, and press [OK].**

```
USER SETTINGS
 5.TEL LINE TYPE
```

5 **Press [◄—] or [+►] to select <TOUCH TONE> or <ROTARY PULSE>, and press [OK].**

If you use the tone dialing, select <TOUCH TONE>.

If you use the pulse dialing, select <ROTARY PULSE>.

```
TEL LINE TYPE
          TOUCH TONE
```

6 **Press ▽ [Stop] to return to the standby mode.**

Setting the Current Date and Time

You can set the current date and time. The date and time set here is also used as the time setting when required for functions.

1 Press (✱) [Additional Functions].

The Additional Functions menu appears.

2 Press [◄—] or [+►] to select <TIMER SETTINGS>, and press [OK].

Each time you press [◄—] or [+►], you can select the next/previous item.

```
MENU
 6.TIMER SETTINGS
```

When you press [OK], the <TIMER SETTINGS> menu appears.

3 Press [◄—] or [+►] to select <DATE&TIME SETTING>, and press [OK].

```
TIMER SETTINGS
 1.DATE&TIME SETTING
```

When you press [OK], the <DATE&TIME SETTING> menu appears.

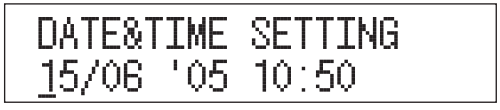
4 Enter the current date (day, month, year) and time using the numeric keys.

Enter the date, and the time in 24-hour clock as four digits without a space.

Examples: 15 JUNE → 15/06

7:05 a.m. → 0705

11:18 p.m. → 2318



NOTE

- If you make a mistake when entering values, press Ⓒ [Clear] and enter the values again.

5 Press [OK].

The time is set and the display returns to the <TIMER SETTINGS> menu.

6 Press ▽ [Stop] to return to the standby mode.

Registering This Machine's Fax Number

You must store the machine's fax number. This number is printed on the document that you fax to the receiving party.

The number may also be displayed on the display of the receiving party's machine, depending on their type of machine.

NOTE
- Super G3 FAX Board-T1 is required.

1 Enter the Additional Functions menu and open the <USER SETTINGS> menu.

For details about the procedures above, refer to steps 1 to 3 in "Selecting the Type of Telephone Line," on p. 1-24.

2 Press [◄—] or [+►] to select <UNIT TELEPHONE #>, and press [OK].

Each time you press [◄—] or [+►], you can select the next/previous item.

```
USER SETTINGS
 1.UNIT TELEPHONE #
```

3 Enter the unit's telephone number using the numeric keys (max. 20 digits, including spaces), and press [OK].

```
UNIT TELEPHONE #
+1234567_
```

To enter a plus sign (+) before the number, press (#).

To delete a previous number, press [◄—] or (C) [Clear]. To delete the entire entry, press and hold (C) [Clear].

4 Press (▽) [Stop] to return to the standby mode.

Registering the Unit's Name

Your name or company's name must be registered as the unit's name.

When you send a document, the recipient's machine displays or prints your name or company's name as the sender's information on the recording paper.

Some fax models also display sender's information on the display during transmission.

1 Enter the Additional Functions menu and open the <USER SETTINGS> menu.

For details about the procedures above, refer to steps 1 to 3 in "Selecting the Type of Telephone Line," on p. 1-24.

2 Press [◄—] or [—►] to select <UNIT NAME>, and press [OK].

Each time you press [◄—] or [—►], you can select the next/previous item.

3 Enter the unit's name using the numeric keys, and press [OK].

You can enter up to 24 characters for the unit's name.

4 Press ▽ [Stop] to return to the standby mode.

Routine Maintenance

2
CHAPTER

This chapter describes how to load paper, and how to replace toner cartridge.

Loading Paper 2-2
Replacing the Toner Cartridge 2-7

Loading Paper

When the selected paper has run out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the LCD display, and the Error indicator blinks in red.

CAUTION

- **When loading paper, take care not to cut your hands on the edges of the paper.**

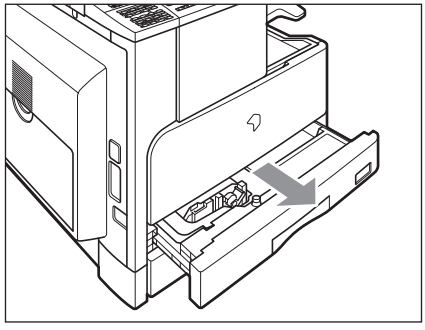
IMPORTANT

- The message also appears if the selected paper drawer is not fully inserted into the machine. Once you properly insert the paper drawer, the message will disappear.

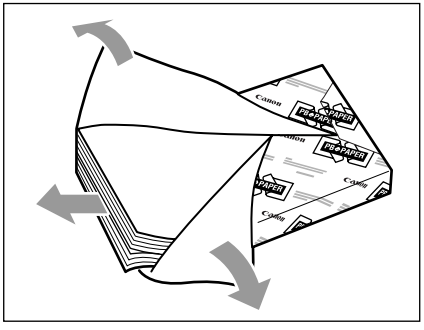
NOTE

- If the above message appears during printing, the remaining prints are automatically made after you load the correct paper.
- To cancel printing, press [Stop]. (See “Canceling a Job,” in the *Reference Guide*)
- The following paper sizes can be loaded in the paper drawers: A3, A4, A4R, A5.
- For details of available paper stock which can be loaded in the paper drawers, see “Available Paper Stock,” on p. 4-4.

1 **Grip the handle of the paper drawer and pull out the paper drawer until it stops.**



2 **Open a package of paper, and remove the paper stack.**



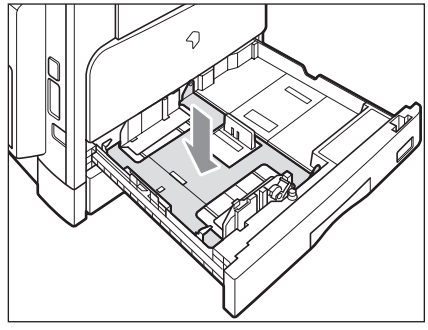
IMPORTANT

- Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.
- Do not load the following types of paper in the paper drawer. Doing so may cause paper jams.
  - Severely curled or wrinkled paper
  - Heavyweight paper
  - Transparencies
  - Paper on which color images have been copied (do not copy on the reverse side either)
  - Paper which has been printed on using a thermal transfer printer (do not copy on the reverse side either)
  - Rear side of the printed paper

NOTE

- For high-quality print output, use paper recommended by Canon.

3 Push down the metal plate to lock.

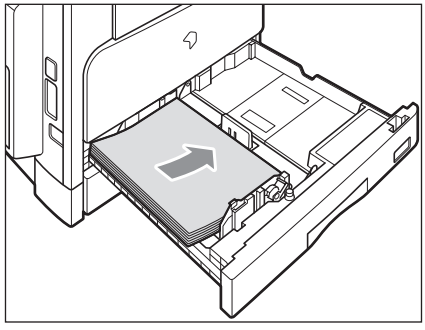


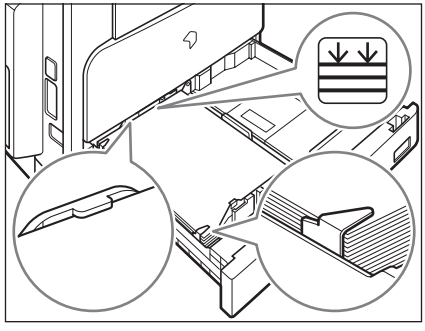
4 Turn the opened surface of the paper stack over, and place it in the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper in the paper drawer for the first time, set the size plate for the paper being loaded.

When loading paper in the paper drawer, make sure that the paper size setting of the paper drawer matches the size of paper.





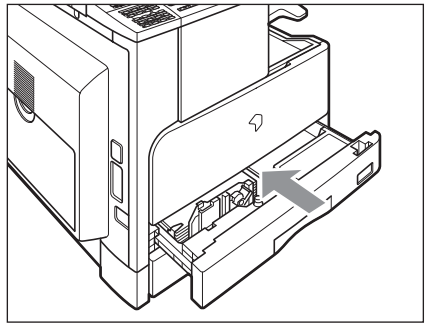
IMPORTANT

- If the paper is curled, curl it down before placing it in the paper drawer.
- Make sure that the height of the paper stack does not exceed (limit mark).

NOTE

- Each paper drawer holds about 250 sheets of paper (80 g/m^2).
- For details of the print direction of paper already printed with logos or patterns, see "Orientation of Originals," in the *Reference Guide*.

5 Gently push the paper drawer back into the machine until it clicks.



CAUTION

- **When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

IMPORTANT

- Never place paper or any other items in the open part of the paper drawer next to the paper stack. Doing so may cause paper jams.

Replacing the Toner Cartridge

When the machine runs out of toner, the message <REPLACE TONER> appears on the LCD display alternately. If you print approximately another 100 pages after these messages are displayed, messages <REPLACE TONER> and <TONER EMPTY> are displayed and you cannot print until you replace the toner cartridge.

WARNING

- **Do not throw used toner cartridges into open flames, as they may ignite the toner remaining inside the cartridge, and result in burns or a fire.**

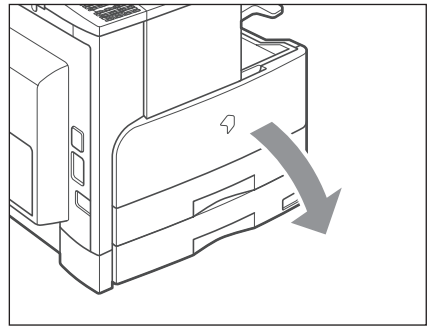
IMPORTANT

- Use only the toner cartridge recommended for use on this machine.

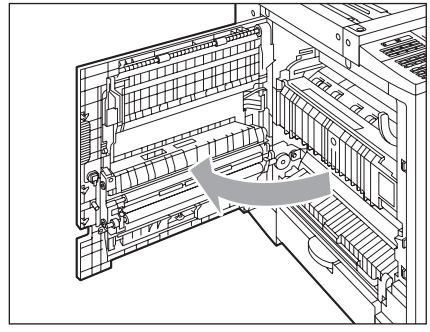
NOTE

- After the message <REPLACE TONER> appears, approximately 100 prints can still be made. However, since this number may vary depending upon the original, it is recommended to replace the toner cartridge soon after the <REPLACE TONER> message appears.
- If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the toner cartridge.

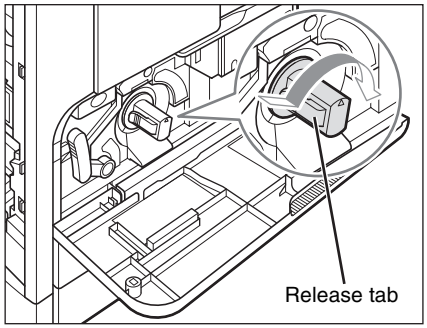
1 **Open the front cover.**



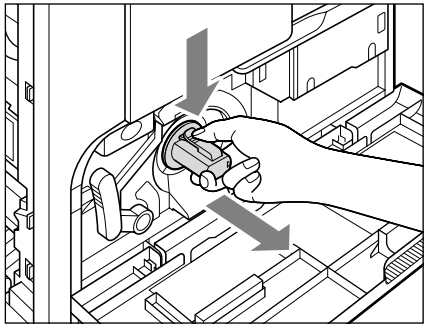
2 **Press the button on the left cover of the main unit, and open the left cover.**



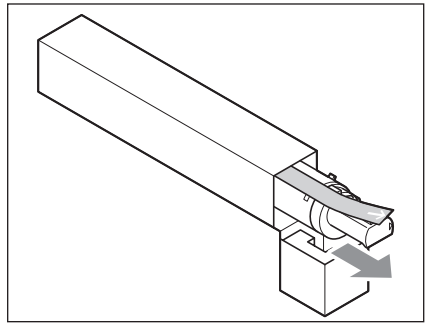
3 **While pushing down the release tab, turn the toner cartridge to the direction of the arrow in the illustration below.**

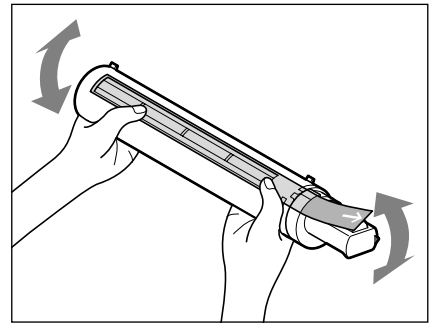


4 **While gripping the handle of the toner cartridge, pull it out toward the direction of the arrow in the illustration below.**



5 Rock a new toner cartridge five or six times to distribute the toner evenly inside the cartridge.





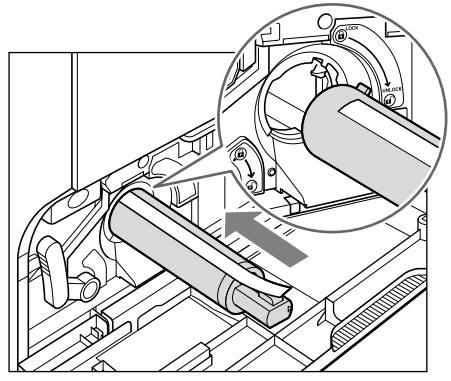
WARNING

- **Do not throw used toner cartridges into open flames, as they may ignite the toner remaining inside the cartridge, and result in burns or a fire.**

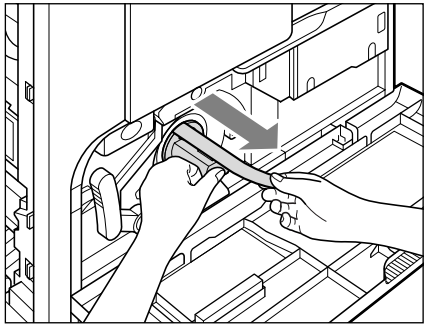
IMPORTANT

- If the toner is not distributed evenly inside the cartridge, the printing quality deteriorates.

6 With the side with the label facing up, insert the new toner cartridge toward the direction of the arrow while grasping its handle.



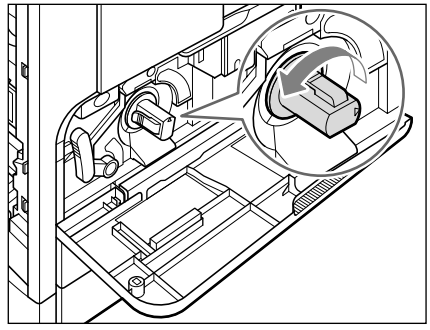
7 Hold the toner cartridge with one hand, and remove the seal by pulling it out with the other hand.



IMPORTANT

- Pull out the seal slowly, otherwise the scattered toner may soil your clothes, etc.
- Pull out the seal completely, otherwise the print error may occur.
- Pulling the seal upwards or downwards may break the seal. If the seal could break inside the toner cartridge and cannot be removed completely, the toner cartridge may not be used.
- Do not stop pulling the seal until it is removed completely from the toner cartridge because the toner may scatter and printing quality may deteriorate.
- Throw away the seal after removing it from the toner cartridge.

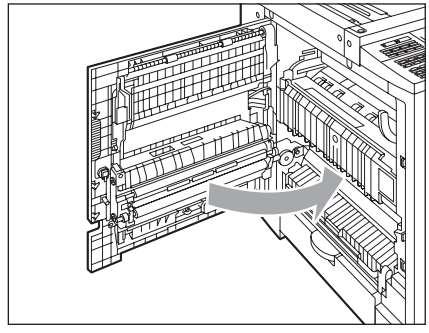
8 **Turn the toner cartridge to the direction of the arrow.**



IMPORTANT

- Turn the toner cartridge fully until it locks into place.

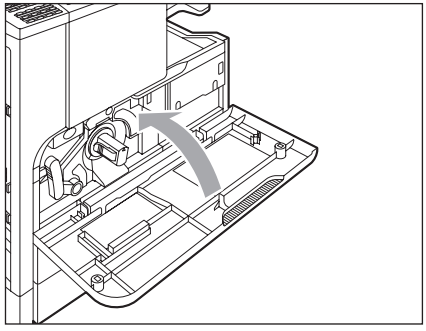
9 **Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover.**



CAUTION

- **Close the left cover until it latches.**
- **When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.**

10 Close the front cover.



CAUTION

- **When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.**

IMPORTANT

- Be sure to clean the roller every time you replace the toner cartridge. See "Cleaning the Roller," in the *Reference Guide*.

Troubleshooting

CHAPTER 3

This chapter describes what to do in response to paper jams and an error message display.

Clearing Paper Jams 3-2

List of Error Messages 3-7

Self-diagnostic Display. 3-7

Clearing Paper Jams

If a paper jam occurs, the following displays appear alternately and the jam location indicator lights on the Control Panel.

```
PAPER JAM
OPEN LEFT COVER
```

```
CHECK DOCUMENT
```

CAUTION

- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**

- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Check the jam location indicator and see the appropriate pages for instructions on how to find and remove jammed paper.

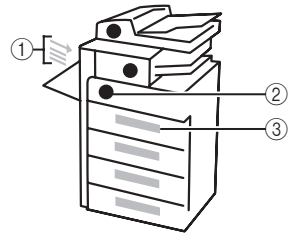
If jammed paper tears while being removed, be sure to remove any remaining pieces from inside the machine.

IMPORTANT

- If the machine's power is turned off when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back on. Clear paper jams without turning the power off.
- If a paper jam occurs in the feeder, you cannot continue operating the machine. Follow the directions on the LCD display to clear the paper jam. (See "Clearing Paper Jams in the Feeder (DADF-P1)," in the *Reference Guide*.)

● **If a paper jam occurs inside the main unit:**

▼ See the instructions on the following section.



① Stack bypass (See “Clearing Paper Jams in the Stack Bypass,” in the *Reference Guide*.)

② Fixing unit (See “Clearing Paper Jams in the Fixing Unit,” in the *Reference Guide*.)

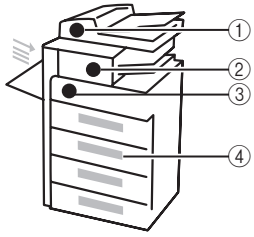
③ Paper drawer (See “Clearing Paper Jams in the Paper Drawer,” in the *Reference Guide*.)

NOTE

- Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the Control Panel in the order that is given.

● **If a paper jam occurs inside an optional unit:**

▼ See the instructions on the following section.

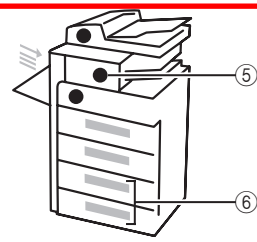


① Feeder (DADF-P1) (See “Clearing Paper Jams in the Feeder (DADF-P1),” in the *Reference Guide*.)

② Inner 2 Way Tray-E1 (See “Clearing Paper Jams in the Inner 2 Way Tray-E1,” in the *Reference Guide*.)

③ Duplex Unit-A1 (See “Clearing Paper Jams in the Duplex Unit-A1,” in the *Reference Guide*.)

④ Cassette Feeding Module-J1 (See “Clearing Paper Jams in the Paper Drawer,” in the *Reference Guide*.)



⑤ Finisher-U1 (See “Clearing Paper Jams in the Finisher U1,” in the *Reference Guide*.)

⑥ Cassette Feeding Module-K1 (See “Clearing Paper Jams in the Paper Drawer,” in the *Reference Guide*.)

2 **After you have cleared all paper jams at the locations indicated on the Control Panel, restore all levers and covers to their original positions.**

List of Error Messages

Self-diagnostic Display

The machine is equipped with the self-diagnostic function.

Self-diagnostic (error) messages appear on the LCD display when:

- printing cannot be performed because of an operational error.
- you need to make a decision or take some action during scanning or printing.

AUTO REDIAL

Cause You are waiting to redial because the party you dialed was engaged when you used direct sending.

Remedy In memory sending, no auto redial message appears.

CHECK ADF

Cause A paper jam may have occurred in the feeder.

Remedy Remove the jammed document.

CHECK DOCUMENT

Cause A paper jam may have occurred in the feeder.

Remedy Remove the jammed document.

CHECK PRINTER

Cause	The machine is detecting an error in the printer area.
Remedy	Contact your local authorized Canon dealer.

CHECK PRINTER COVER

Cause	One or more cover is open.
Remedy	Close all the covers.

CHECK FINISHER COVER

Cause	The front cover of the finisher is open.
Remedy	Close the front cover of the finisher.

DATA ERROR

Cause	The machine may have trouble.
Remedy	Contact your local authorized Canon dealer.

DOCUMENT SCAN ERROR

Cause	The machine detected an A3-size original as A4 because of its curl, and the TX rotation is activated. This stops scanning. Another possibility is that a paper jam occurred during scanning.
Remedy	Press [OK], and set the original again.

DOCUMENT TOO LONG

Cause1	You have tried to copy an original that is too long using the feeder.
Remedy1	Scan it on the platen glass.
Cause2	You have tried to fax an original that is longer than 630 mm, or is not feeding correctly.
Remedy2	Reduce the length of the document to within 630 mm, and then re-send it.

CHANGE PAPERSIZE

Cause	It is possible that the paper size detected automatically by the paper drawer does not match the actual paper size. Another possibility is that the paper size selected for the stack bypass in the <SELECT PAPER SIZE> menu does not match the paper size actually set on the stack bypass.
Remedy	Make sure the actual paper size matches the selected paper size. Set the correct paper size and open the front cover, then close it.

LOAD STAPLES

Cause	There are few staples remaining in the staple cartridge.
Remedy	Replace the staple cartridge.

MEMORY FULL

Cause1	The machine's memory is full of documents received in memory reception and confidential reception.
Remedy1	Print the original stored in memory.
Cause2	The machine's memory is full of scanned documents.
Remedy2	Divide the original into some stacks and scan them one by one.

NO APPROPRIATE SIZE

Cause	Although <AUTO> is selected when copying, appropriate-sized paper is not set in the paper drawer nor on the stack bypass.
Remedy	Select the paper size, or set the copy ratio. If you press ◇ [Start] while this message is displayed, the paper with the least margin is selected automatically and printing starts.

NOT REGISTERED

Cause	The telephone number you attempted to dial using one-touch speed dialing, coded speed dialing, or group dialing was not registered.
Remedy	Register the telephone number before using.

NOT AVAILABLE NOW

Cause1	You pressed the coded speed dialing key or one-touch speed dialing key that has already been registered, while you perform group dial registration.
Remedy1	Check the information registered under the coded or one-touch speed dialing key before using.
Cause2	You pressed the one-touch speed dialing key that has already been registered, while you perform group dial registration.
Remedy2	Check the information registered under the one-touch speed dialing key before using.

OUTPUT TRAY FULL

Cause	The output tray is full of paper.
Remedy	Remove the prints from the output trays.

INITIALIZING...

Cause	This message is displayed when the main power is turned on.
Remedy	Wait until the message disappears.

PLEASE WAIT

Cause	This message is displayed during cleaning.
Remedy	Wait until the cleaning is complete.

PRINT DIFFERENT PAPER SIZE

Cause	The paper loaded is a different size to the document stored in memory.
Remedy	If you do not mind printing the document on different size paper, select <YES>. If not, select <NO> or press [Stop], then replace the paper and press [Start].

PRINT LIMIT REACHED

Cause	The machine is set to restrict the printing.
Remedy	Enter the Department ID Management menu in the System Settings menu, open the <PAGE LIMIT SET.> menu and change the maximum number of pages that can be printed.

RECEIVED IN MEMORY

Cause	A document was received in memory because the toner or paper has run out.
Remedy	Replace the toner cartridge or replenish the paper, then print out the document stored in memory.

PAPER JAM

Cause	An original jam or paper jam has occurred, preventing you from making prints.
Remedy	Remove paper from the machine following the guidance. If you open a cover during printing, this message also appears. In such a case, open the cover again and check if there is any jammed paper. If you find any, remove it, and close the cover. Then the message disappears.

REMOVE DOC. ON GLASS

Cause	The original remains on the platen glass.
Remedy	Remove the original from the platen glass, and operate the machine again.

START AGAIN

Cause	A transmission error occurred because the line condition was poor.
Remedy	Try again from the beginning.

STOP KEY PRESSED/PRESS OK KEY

Cause	[Stop] has been pressed while scanning the original using the feeder.
Remedy	Press [OK], and set the original again.

INSTALL CARTRIDGE

Cause	Drum cartridge has not been installed.
Remedy	Install the drum cartridge in the machine. Then turn OFF the main power, wait for more than 10 seconds, and turn it on again.

SYSTEM ERROR/E100

Cause	A malfunction has occurred in the machine.
Remedy	Contact your local authorized Canon dealer.

SUPPLY REC. PAPER

Cause	The paper drawer is out of paper, or not inserted correctly.
Remedy	Insert the paper drawer as far as it will go or load paper.

TONER EMPTY

Cause	The toner cartridge has run out of toner.
Remedy	Replace the toner cartridge.

TRANSMITTING...

Cause1	During the current transmission, your machine may have tried to send a document identified from the list of documents in memory.
Remedy1	Resend the document when transmission of the first document is complete.
Cause2	You tried to send a document using direct sending while sending another document from memory.
Remedy2	Wait until the transmission from memory is complete. Then resend the document using direct sending.

WASTE TONER FULL/REPLACE THE DRUM

Cause	The drum cartridge is filled with waste toner.
Remedy	Contact your local authorized Canon dealer.

Appendix

4
CHAPTER

This chapter provides other useful information.

Multi-function Operation 4-2
Available Paper Stock 4-4

Multi-function Operation

The iR2020/iR2016 series is a multi-function machine equipped with the capability as a Printer and Fax, in addition to the Copy function. You can operate these functions together (Multi-function Operation). The following tables present details of multi-function operations.

Next job \ Previous job		Copy		Printer	
		Scanning data	Printing	Receiving data	Printing
Copy	Scanning data	–	O	O	–
	Printing	O	–	O	–
Fax	Scanning data	–	O	O	O
	Direct sending	–	O	O	O
	Memory sending	O	O	O	O
	Memory receiving	O	O	O	O
	Printing auto received document	–	–	O	–
Printer	Receiving data	O	O	O	O
	Printing	–	–	O	–

Next job \ Previous job		Fax				
		Scanning data	TX (scanning included)	Memory TX	Memory RX	Printing of Auto RX Documents
Copy	Scanning data	–	–	O	O	–
	Printing	–	–	O	O	–
Fax	Scanning data	–	–	O	O	O
	TX (scanning included)	–	–	–	–	O
	Memory TX	O	–	–	–	O
	Memory RX	O	–	–	–	O
	Printing of Auto RX Documents	O	O	O	O	–
Printer	Receiving data	O	O	O	O	O
	Printing	O	O	O	O	–

–: Unavailable due to the duplicate devices
O: Available

Available Paper Stock

Paper types and sizes which can be used with this machine are shown in the following tables.

Paper type	Available loading place (Paper set place)	
	Paper drawer (64 g/m^2 to 90 g/m^2)	Stack bypass (64 g/m^2 to 128 g/m^2)
Plain *1	O	O
Color *1	O	O
Recycled *1	O	O
Heavy 1 *2	O	O
Heavy 2 *3	×	O
Heavy 3 *4	×	O
Bond *5	O	O
Transparency *6	×	O
Envelopes	×	O
Labels	×	O

*1 From 64 g/m^2 to 80 g/m^2
*2 From 81 g/m^2 to 90 g/m^2
*3 From 91 g/m^2 to 105 g/m^2
*4 From 106 g/m^2 to 128 g/m^2
*5 From 75 g/m^2 to 90 g/m^2
*6 Use only A4 transparencies made especially for this machine.
(O:Can be used ×:Cannot be used)

IMPORTANT

- Do not use the rear side of the printed paper. It may cause paper jams.

Paper size		Width × Length	Available loading place (Paper set place)	
			Paper drawer 1 to 4	Stack bypass
A3		297 × 420 mm	O	O
A4		297 × 210 mm	O	O
A4R		210 × 297 mm	O	O
A5		210 × 148 mm	O	O
A5R		148 × 210 mm	×	O
B4		257 × 364 mm	×	O
B5		257 × 182 mm	×	O
B5R		182 × 257 mm	×	O
11" × 17"		279 × 432 mm	×	O
LGL		216 × 356 mm	×	O
LTR		279 × 216 mm	×	O
LTRR		216 × 279 mm	×	O
STMT		216 × 140 mm	×	O
STMTR		140 × 216 mm	×	O
EXEC		227 × 184 mm	×	O
Envelope	ISO-B5	176 × 250 mm	×	O
	ISO-C5	162 × 229 mm	×	O
	US Commercial 10	104.7 × 241.3 mm	×	O
	European DL	110 × 220 mm	×	O
	Monarch	98.4 × 190.5 mm	×	O
Free Size		100 × 148 mm to 297 × 432 mm	×	O

NOTE

- For details about how to load paper, see the following pages:
  - Paper drawer: “Loading Paper in the Paper Drawers,” in the *Reference Guide*.
  - Stack bypass: “Making Prints Using the Stack Bypass,” in the *Reference Guide*.
- Paper drawers 2, 3, 4 are optional for iR2016, and drawers 3, 4, for iR2020.

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